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75-1950

25 AUG 1975

MEMORANDUM FOR: DD/Pers/SP
DD/Pers/R&P
DD/Pers/P&C
Chief, SAS

SUBJECT : Sanitizing Documents

1. As a follow-up to my comments at a recent Deputies' Meeting, attached is the "workers' kit" for sanitizing documents.

2. In short, when you receive a request through channels for a document for a House or Senate committee, you first retrieve the document and make two Xerox copies. On copy 1 you line through with a red pen or pencil true names or other words or statements that should be changed. Above the crossed-out word or words, you write in the suggested change.

3. On copy 2 the clerk places correction tape over the word or words previously lined out on copy 1. He or she then types in over the correction tape the new word or words. If, in deleting one or two words, it is necessary to use seven or eight words for a change, you may have to asterisk or footnote in the area where the correction tape is and type in the change at the bottom of the page. Then you take the taped copy and run it through the Xerox again to ensure that the material covered by the correction tape cannot be read. Three copies should be forwarded to the Review Staff from D/Pers and I suggest you keep copy 1 for your records.

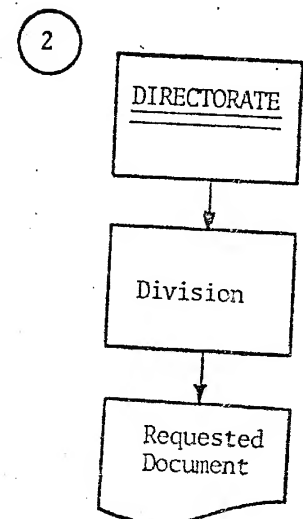
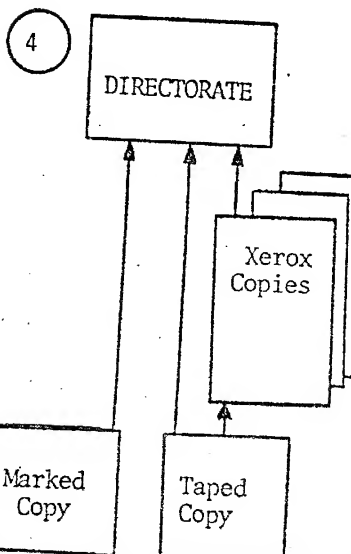
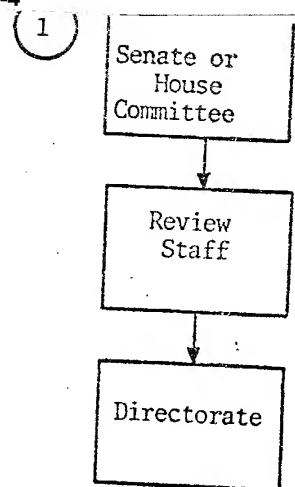
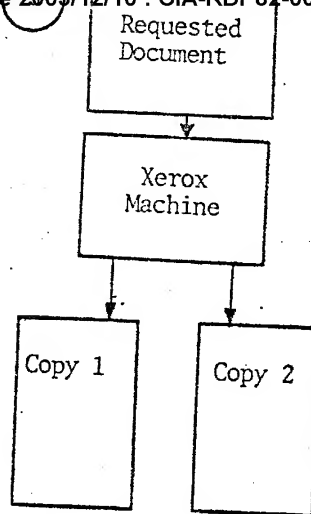
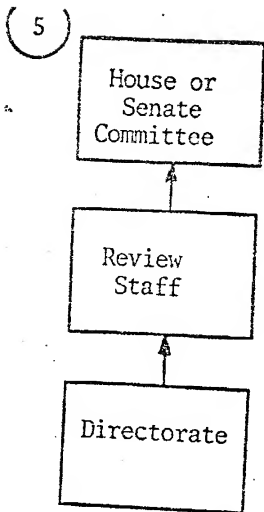
4. If and when we receive requirements to sanitize documents, we will all get together to review the bidding.



Executive Assistant to the
Director of Personnel

STATINTL

Att



6

SANITIZE

A CIA OFFICER discussed with An Informant the new information requirement.

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STATINTL

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SANITIZE

A CIA officer discussed with an informant the new information requirement.

8

WHAT IS NEEDED TO SANITIZE?

1. Two copies of original document
2. Sanitization guidelines.
3. Tape and typewriter.
4. Red pencil or red pen.
5. Copy of I-IV Guide.
6. Phone numbers (three).

9

SOME POINTS TO REMEMBER:

1. Sanitize is not declassify.
2. Use E2 IMPDET Stamp.
3. Ensure classification stamps and indicators are retained.

10

WHAT SANITIZATION GUIDELINE
SHOULD BE USED?

11

WHAT DOES I TO IV MEAN?

12

WHAT DOES THE GUIDELINE SAY?
WHAT ARE EXAMPLES?